

NEWPORT NEWS REGIONAL LOCAL HUMAN RIGHTS COMMITTEE (NNRLHRC)

Draft - MINUTES

PRESENT:	
Felicia Tyler	LHRC Member, Chair
Robin Rukin	LHRC Member, Secretary
Robert Thompson	LHRC Member
Marietta Cottingham	State Human Rights Committee Member
Timothy Jones	Office of Human Rights
Coston Griffin	Alexander House
Suzanne Loughman	C.A.T.C.H
Ray Price	Chessen and Associates
Christopher Taggart	Cornerstone Support Services
Heather Fisher	Family Solutions
Robyn Gomez	Five Star Living
Kathy Arandela	Five Star Living
Sueann Anderson	Brighter Futures
Matthew Bradley	Heart & Soul
Valdimir Handy	Inner Circle
Carey Chappell	Newport News Behavioral Health Center
Jill Adrian	Newport News Behavioral Health Center
Ernest Farrell	Residential Living Options
Barbara Farrell	Residential Living Options
Clarence Mayo	Faith Hope Care Provider
ABSENT:	
Deborah Elliott	LHRC Member, Co-Chair
Pierre Ames	Opportunities for Growth
Daniel Brown	Guiding Young Girls

I. CALL TO ORDER

The meeting was called to order by Ms. Tyler, Chairperson at 2:03pm.

II. REVIEW OF THE MINUTES

The minutes for the October 8, 2013 meeting were reviewed. A motion was made by R. Rukin to accept the minutes as written. Motion was seconded by R. Thompson. Vote was taken, all in favor.

III. OLD BUSINESS: None

IV. NEW BUSINESS: None

V. ADVOCATE'S REPORT

Mr. Jones, OHR stated to the committee that he has sent out numerous letters and notifications to all the affiliates about the importance of filling the consumer board position. The State Human Rights Committee is aware that the position has been vacant since October 9, 2012.

Ms. Cottingham from the State Human Rights Committee was introduced to the affiliates. Ms. Cottingham went over the Memorandum from the State Human Rights Committee that was provided to all the affiliates and board members. Ms. Cottingham reiterated the details of the memorandum and emphasized the importance of filling the consumer vacancy along with reminding the committee of their commitments to the committee. Ms. Cottingham gave a quick synopsis of Article 3 – Membership of the Bylaws, stating that if a LHRC operated for 12 months without a mandated member, the SHRC will consider the LHRC to be disbanded and providers will have to seek affiliation with another LHRC. If this were to happen, the provider would have to be re-affiliated with the new LHRC. Ms. Cottingham stated that if you are not affiliated with an LHRC, you will receive a citation from licensure. She continued to say, it is the responsibility of the affiliates to support membership recruitment.

Mr. Jones spoke about the process if the NNRLHRC is disbanded. The providers would have to get their policies approved by the new LHRC along with program rules and their behavior management policy. He could not emphasize enough to the affiliates the crucial importance of finding a consumer board member. If an affiliate has a candidate they would like to be considered for the position, applications can be found on the DBHDS website or you may notify Mr. Jones so he can provide an application. A special committee meeting can be convened to review the potential candidate(s).

Ms. Walsh sent out an email January 6, 2014 notifying everyone that as of January 7, 2014 CHRIS would be compatible with Internet Explorer 8, 9 & 10, Google Chrome, and FireFox. CHRIS works best on Internet Explorer and it is also the standard browser. If providers are using Internet Explorer 11, it should be fine; however if complications occur they should downgrade to Internet Explorer 10. Any old reports from 2013 that were faxed to OHR, do not need to be put into CHRIS; however all 2014 reports need to put into CHRIS.

By the next meeting scheduled for April 8, 2014, the affiliates should be using the new quarterly report format.

Affiliates are to submit their annual seclusion/restraint report to Central Office by January 15, 2014.

VI. STANDING REPORTS

Topic: **General Information**

Discussion: Affiliates were asked to bring any issues that include resident information to be heard in closed session. The following affiliates read aloud their quarterly reports and annual reports to the board members and OHR:

- Brighter Futures
- C.A.T.C.H
- Chesson and Associates
- Cornerstone Support Services
- Faith Hope Care Provider – Resubmit Data. Incomplete data.
- Family Solutions
- Five Star Living
- Guiding Young Girls
- Heart & Soul
- Inner Circle

- Newport News Behavioral Health Center
- Residential Living Options
- Alexander House – Annual report not submitted.

VII. PUBLIC COMMENT : None

VIII. CLOSED SESSION

Motion: At 2:52pm, R. Rukin moved that the NNRLHRC go into executive session, pursuant to Virginia Code 2.2-371(A), for the protection of privacy of individuals and their records in personal matters not related to public business, namely to review serious incidents from Residential Living Options, Family Solutions, Heart & Soul, and Newport News Behavioral Health Center, pursuant to the regulations. R. Thompson seconded the motion.

IX. RECONVENED IN OPEN SESSION

Motion: At 3:40pm, a motion was made by F. Tyler to reconvene into Open Session. Motion seconded by R. Thompson and each member so certified that to the best of each members knowledge only private business matters lawfully exempted from statutory open meeting requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session.

X. LOCAL HUMAN RIGHTS COMMITTEE RECOMMENDATIONS

Residential Living Options – No Recommendations

Family Solutions – No Recommendations

Newport News Behavioral Health Center – No Recommendations

Heart & Soul – Re-educating how to properly fill out the quarterly reports.

XIII. NEXT SCHEDULED MEETING

The next regular NNRLHRC meeting is scheduled for Tuesday, April 8, 2014 at 2:00pm at Newport News Behavioral Health Center. Refreshments provided by Five Star Living.

XIV. ADJOURNMENT

Ms. Tyler adjourned the meeting at 4:00pm

RESPECTFULLY SUBMITTED: Felicia Tyler, Chairperson

FT/jma